



*Embassy of the United States of America*

Guatemala  
August 27, 2009

To all Prospective Offerors:

Subject: Request for Quotations number SGT50009Q0053

The American Embassy has a requirement for a contractor to issue a quotation for Spare Parts for Gate Operators - Man Traps Project, located at Embassy of Guatemala. You are invited to submit a quotation. The Request for Quotation (RFQ) consists of the following sections:

1. SF-18 (Standard Form 18)
2. Proposal (Quotation)
3. Attachment A

Please submit your quotation in a sealed envelope marked "Quotation Enclosed" to the following address:

**US EMBASSY- GUATEMALA**  
**Contracting Section**  
**Avenida Reforma 7-01, Zona 10**  
**Guatemala 01010 Guatemala**

The deadline for receipt of quotations is 17:00 hours local time, on Friday, September 4, 2009. No quotations will be accepted after this time. Direct any questions regarding this solicitation in writing to **Valerie Valdez**, Procurement Agent, questions must be written in English and may be sent to email: [ValdezVm@state.gov](mailto:ValdezVm@state.gov) or via fax number 2326-4652. You may also call at 2326-4232.

The Embassy plans to award a purchase order. You are encouraged to make your quotation competitive. You are also cautioned against any collusion with other potential offerors with regard to price quotations to be submitted. The RFQ does not commit the American Embassy to make any award. The Embassy may cancel this RFQ or any part of it. Oral quotations will not be accepted.

Sincerely,

Cheryl Moore  
Contracting Officer

Enclosure: As Stated.